



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



***How to use the
Computers for Learning Program***

A Walk Through Guide for First Time Users



Outline

- Purpose
- Screening Timeline
- Step by Step Process
- Points of Contact



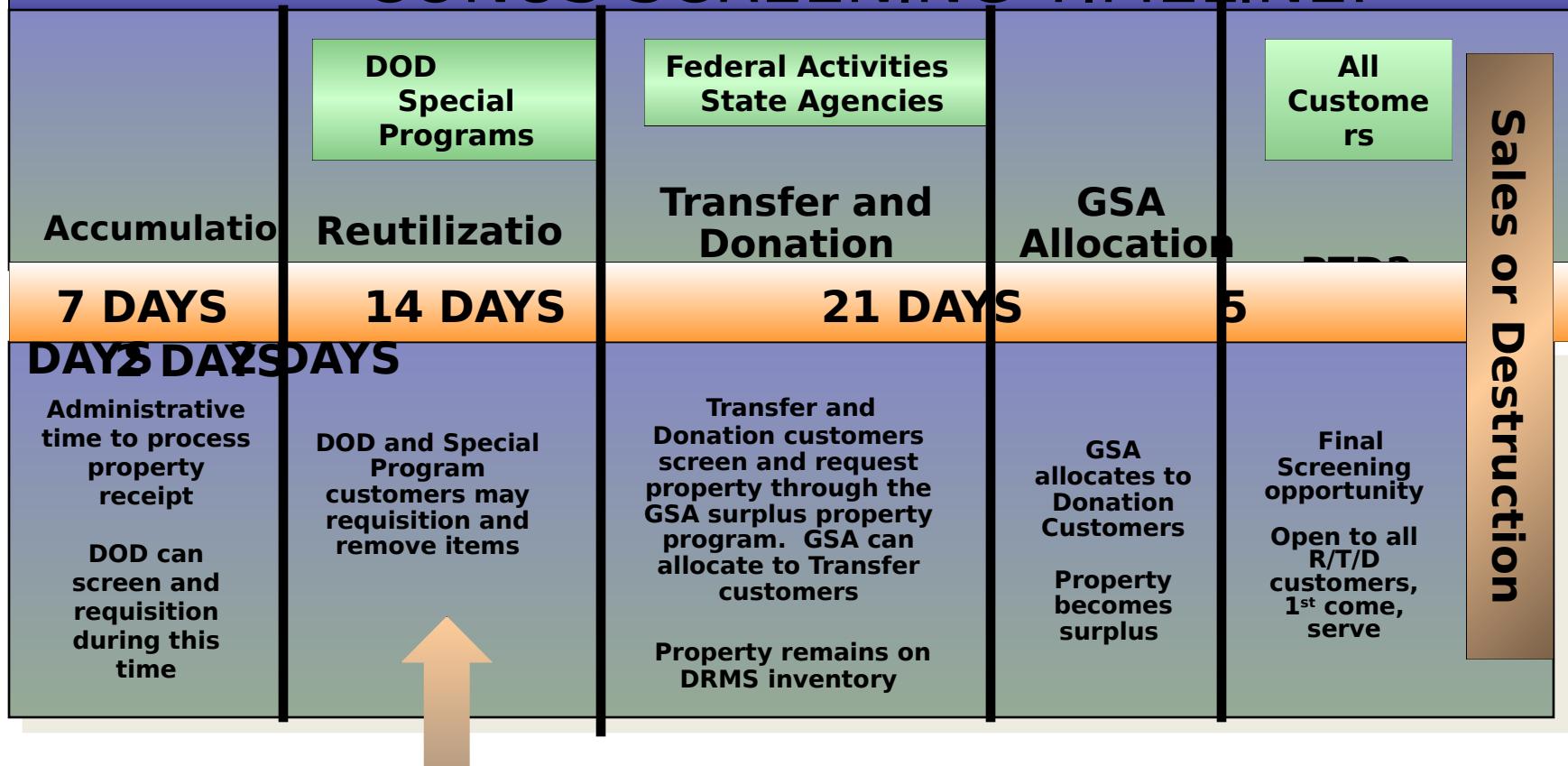
Purpose

- The purpose of this walkthrough is to assist a new user to become familiar with the Computers for Learning Requisitioning system.



Property Screening Timeline

• CONUS SCREENING TIMELINE:



DOD CFL recipients screen during this time-frame, however, they are not allocated equipment until the 14th day



Step by Step Guide

- The things you will need before beginning:
 - Your Username
 - Your Password
 - If you have not yet applied for the CFL program please go to
www.drms.dla.mil/rtd03/cfl/index.shtml
- The next few slides will give you a step by step guide on how to use the Computers for Learning online system. Please use the text and pictures to assist you. The  's will point you to the next step in the process.



Go to Website

- The DOD CFL website can be found at <https://www.drms.dla.mil/rtd03/cfl/index.shtml>
- Once at the site click on the ***Login/Search*** button

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Department of Defense Computers For Learning Program
Welcome to the Department of Defense (DOD) Computers for Learning (CFL) Program

The DOD CFL program was created to provide useful IT equipment to schools and educational nonprofit organizations serving grades pre-K through 12. The DOD CFL program is designed to streamline the transfer of excess and surplus DOD IT equipment to schools.

The application process is simple, just apply on-line and submit a Memorandum of Agreement. In addition, Private and Parochial Schools and Non-Profit Educational Entities also need to complete and submit an End Use Certificate (EUC) and be approved through the Trade Security Control (TSC) Office.

NOTE: You must use Internet Explorer to complete the forms required for the CFL program

Are you a NEW user? Register Here:

Public Schools Private/Parochial Schools Non-Profit Entities

Are you a RETURNING user?

Are you a First Time user?

Login/Search **Walk Through Guide**

[View List of Approved Schools:](#)
[View a List of Approved Educational Non-Profits](#)

For CFL Program information/comments, contact: (via e-mail) [Customer Service](#), or phone (Comm.) 1-877-352-2255
For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#), or phone (Comm.) 269-961-4999, (DSN) 661-4999



DOD Banner

Read the Agreement, click **Agree** button.

DOD Banner / User Agreement

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

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- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.
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Login

- First, enter your **Username**
- Second, enter the **Password** that was emailed to you.
- Click the **Login** button to begin.

Department of Defense Computers For Learning Program (DoD CFL)

CFL Login Screen

The diagram illustrates the steps to log in to the CFL program. It shows a 'CFL Login Screen' with three numbered arrows pointing to the 'Username' field, the 'Password' field, and the 'Login' button respectively.

Username: 1

Password: 2

3

[CFL Home](#) [Fresh Start](#)



The Main Page

- Once you are logged in you will see the following screen. There 7 options to select.
- At this time you can also click the ***Change Password*** link to change your password.
- Next, we will show you how to view and requisition property.
- Click the ***“Listing of Available Equipment”*** option.

Department of Defense Computers For Learning Program (DoD CFL)

Home	Listing of Available Equipment	View Items Already Selected	Modify Items Already Selected
Change Password	Log Out	Change Profile Information	

[CFL Home](#) [Fresh Start](#)





The Search Form

- This is the main Search Form.
- You can narrow your search to particular items, codes, and/or geographical areas.
- For this exercise leave all Condition codes checked. Also select “All States”.
- Click **Submit Search**.

DoD CFL
Search Form

Item Nomenclature:

Search for Item Nomenclature in:

Inventory Name
 Device Description
 Both

State:

Supply condition code: A B C D E F G H

Disposal condition code: 1 4 7

Search Hints





Requisition Page

- Below is the Requisition Page.
- You can view all the items available nationwide. If you are interested in an item, just click the **ADD** button.
- Note: If you are searching an individual state, keep in mind that nothing may be available that day. Be sure to check back, the DLA Disposition Services inventory changes daily.

Computers For Learning Requisition Page [Help](#)

DoD CFL Shopping Cart
Your shopping cart is empty.

[Reload](#)

DoD CFL Search Results

for State = All States
Page # 1
[Show Cart](#)

[Reload](#) [New Search](#) [Revise Search](#) [Home](#) [Help](#)

<u>Nomenclature</u>	<u>Qty avail</u>	<u>Condition Code</u>	<u>Acquisition Value</u>	<u>DRMO Name</u>	<u>Disposal DRMO State</u>	<u>Turn-in Document</u>
Add 120 MB DISKETTES	6	A1	\$50.00	PENDLETON CA	M2037290940003	
Add 15 INCHES MONITOR	1	A1	\$143.00	PENDLETON CA	W90AJM9092D001	
Add 17 INCHES MONITOR	1	A1	\$143.00	PENDLETON CA	W90AJM90920001	
Add 7025 00 DOCKING STATION	4	A4	\$399.00	TEXARKANA TX	CN0RJ490160001	
Add ACCESSORY KIT,PRINT	2	H7	\$2,132.00	COLORADO SPRINGS CO	W90KKE83046001A	
Add AUXILIARY POWER UNIT	3	B4	\$5,000.00	LEWIS WA	N4523A90699026	
Add BOARD WHITE MOBILE	1	H7	\$0.00	SAN ANTONIO TX	W81NTE90890705	
Add BOARD WHITE MOBILE	1	H7	\$0.00	SAN ANTONIO TX	W81NTE90890706	
Add BOARD WHITE MOBILE	1	H7	\$0.00	SAN ANTONIO TX	W81NTE90890704	
Add BUFFER STORAGE UNIT	1	A4	\$10,166.00	COLORADO SPRINGS CO	FB250090760029	
Add CABEL NETWORK	1	A4	\$50.00	LEWIS WA	N6843690567084	

WARFIGHTER SUPPORT ENHANCEMENT

STEWARDSHIP EXCELLENCE

WORKFORCE DEVELOPMENT

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How to Requisition

- You have now added the item(s) to your cart. If there is more than one available it will tell you how many more in the “Qty Avail” column. (In this case you have 1 in your cart and there are 2 more available.)
- Once you update your quantity, click **Save Changes** button.
- Continue shopping. When you are complete click **Checkout**

Computers For Learning Requisition Page

DoD CFL
Shopping Cart
[Reload](#)

Qty	Qty Avail	Nomenclature	Del
1	2	AUXILIARY POWER UNIT	Del

[Save Changes](#) [Reset](#)
[Checkout](#) [Clear Shopping Cart](#)

DoD CFL Search Results

for State = All States
Page # 1
[Show Cart](#)

[Reload](#) [New Search](#) [Revise Search](#) [Home](#)
[Help](#)

Nomenclature	Qty avail	Condition Code	Acquisition Value	DRMO Name	DRMO State	Disposal Turn-in Document
Add 120 MB DISKETTES	6	A1	\$50.00	PENDLETON	CA	M2037290940
Add 15 INCHES MONITOR	1	A1	\$143.00	PENDLETON	CA	W90AJM9092
Add 17 INCHES MONITOR	1	A1	\$143.00	PENDLETON	CA	W90AJM9092
Add 7025 00 DOCKING STATION	4	A4	\$399.00	TEXARKANA	TX	CN0RJ490160
Add ACCESSORY KIT,PRINT	2	H7	\$2,132.00	COLORADO	CO	W90KKE8304
Add AUXILIARY POWER UNIT	2	B4	\$5,000.00	LEWIS	WA	N4523A90695
Add BOARD WHITE MOBILE	1	H7	\$0.00	SAN ANTONIO	TX	W81NTE9089
Add BOARD WHITE MOBILE	1	H7	\$0.00	SAN ANTONIO	TX	W81NTE9089
Add BOARD WHITE MOBILE	1	H7	\$0.00	SAN ANTONIO	TX	W81NTE9089
Add BUFFER STORAGE UNIT	1	A4	\$10,166.00	COLORADO	CO	FB250090760

1 
2 
3 



Continue

- Now that you have requisitioned an item, you want to be sure to check the system daily or at least every Monday Morning. This will give you the best opportunity to find the equipment you are looking for.
- DoD customers have the opportunity to requisition the items up to the 14th day of screening. If the items you selected have not been requisitioned by DoD you will then receive notification of your requisition. Remember, you are responsible for transportation!

REQUEST: We would love to hear your success stories. If you have received a good amount of equipment or set up a new computer lab we would love to hear about it. Please take some photos and give us a call or email. Thank you in advance.



Points of Contact

- For more information on DOD CFL Program:
www.drms.dla.mil/rtd03/cfl/index.shtml
- To contact the CFL Office:
DODCFL@dla.mil

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